

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER					
Position Description Coversheet <i>(Please read instructions on back)</i>				1. Position No. <div style="border: 1px solid black; padding: 2px;">EPES21015</div>	
3. Reason for Submission <div style="border: 1px solid black; padding: 2px;">Other</div>				2. Incumbency Allocation Only? <div style="border: 1px solid black; padding: 2px;">May Not be IAed <input checked="" type="checkbox"/></div>	
4. Employing Office Location <div style="border: 1px solid black; padding: 2px;">Washington, D.C.</div>				5. Duty Station <div style="border: 1px solid black; padding: 2px;">Washington, D.C.</div>	
6. BUS Code <div style="border: 1px solid black; padding: 2px;">8888</div>				7. Fair Labor Standards Act <div style="border: 1px solid black; padding: 2px;">Exempt-Executive <input checked="" type="checkbox"/></div>	
8. Financial Statements Required <div style="border: 1px solid black; padding: 2px;">OGF-278 Required <input checked="" type="checkbox"/></div>				9. Cybersecurity Code <div style="border: 1px solid black; padding: 2px;">a. 00000</div>	
10. Position Status <div style="border: 1px solid black; padding: 2px;">SES (General) <input checked="" type="checkbox"/></div>				11. Supervisory Status Code <div style="border: 1px solid black; padding: 2px;">8 - All Other Positions <input checked="" type="checkbox"/></div>	
12. Competitive Level Code <div style="border: 1px solid black; padding: 2px;"></div>				13. Competitive Area <div style="border: 1px solid black; padding: 2px;"></div>	
14. Drug Testing <div style="border: 1px solid black; padding: 2px;">Yes <input checked="" type="checkbox"/></div>				15. Extramural % <div style="border: 1px solid black; padding: 2px;">N/A</div>	
16. Functional Class Code <div style="border: 1px solid black; padding: 2px;">N/A</div>				17. Medical Monitoring <div style="border: 1px solid black; padding: 2px;"></div>	
18. Position Sensitivity <div style="border: 1px solid black; padding: 2px;">Critical Sensitive <input checked="" type="checkbox"/></div>				19. Security Clearance <div style="border: 1px solid black; padding: 2px;">Top Secret <input checked="" type="checkbox"/></div>	
20. Position Risk <div style="border: 1px solid black; padding: 2px;">3 - High <input checked="" type="checkbox"/></div>				21. Emergency Essential <div style="border: 1px solid black; padding: 2px;"></div>	
22. Developmental Position <div style="border: 1px solid black; padding: 2px;">No <input checked="" type="checkbox"/></div>				23. Full Performance Level <div style="border: 1px solid black; padding: 2px;">Current Level</div>	
24. Position Classification <div style="border: 1px solid black; padding: 2px;">a. Official Allocation</div>		Official Title of Position <div style="border: 1px solid black; padding: 2px;">Deputy Chief of Staff for Policy</div>		Pay Plan <div style="border: 1px solid black; padding: 2px;">ES</div>	
Occupational Code <div style="border: 1px solid black; padding: 2px;">0340</div>		Grade <div style="border: 1px solid black; padding: 2px;">00</div>			
25. Organizational Title of Position (if different from official title) <div style="border: 1px solid black; padding: 2px;"></div>				26. Name of Employee (if vacant, state such) <div style="border: 1px solid black; padding: 2px;">Alison Lynn Cassady</div>	
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code <div style="border: 1px solid black; padding: 2px;"></div>		1st Tier Org Description <div style="border: 1px solid black; padding: 2px;">U.S. Environmental Protection Agency</div>			
b. 2nd Tier Org Code <div style="border: 1px solid black; padding: 2px;">A0000000</div>		2nd Tier Org Description <div style="border: 1px solid black; padding: 2px;">Office of the Administrator</div>			
c. 3rd Tier Org Code <div style="border: 1px solid black; padding: 2px;"></div>		3rd Tier Org Description <div style="border: 1px solid black; padding: 2px;"></div>			
d. 4th Tier Org Code <div style="border: 1px solid black; padding: 2px;"></div>		4th Tier Org Description <div style="border: 1px solid black; padding: 2px;"></div>			
e. 5th Tier Org Code <div style="border: 1px solid black; padding: 2px;"></div>		5th Tier Org Description <div style="border: 1px solid black; padding: 2px;"></div>			
28. Supervisory Certification: <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>					
a. Typed Name and Title of Immediate Supervisor <div style="border: 1px solid black; padding: 2px;"></div>			b. Typed Name and Title of Higher-Level Supervisor or Manager <div style="border: 1px solid black; padding: 2px;">Charlotte M. Bertrand, Associate Deputy Administrator for Programs</div>		
Signature <div style="border: 1px solid black; padding: 2px;"></div>		Date <div style="border: 1px solid black; padding: 2px;"></div>		Signature <div style="border: 1px solid black; padding: 2px;">CHARLOTTE BERTRAND</div>	
Digitally signed by CHARLOTTE BERTRAND Date: 2021.01.19 18:16:20 -05'00'		Date <div style="border: 1px solid black; padding: 2px;"></div>			
29. Classification/Job Grading Certification: <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformation with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.</i>			Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position <div style="border: 1px solid black; padding: 2px;">Barbara Dangler, HR Specialist</div>			30. Position Classification Standards Used in Classifying/Grading Position <div style="border: 1px solid black; padding: 2px;"></div>		
Signature <div style="border: 1px solid black; padding: 2px;"> </div>		Date <div style="border: 1px solid black; padding: 2px;">1/20/21</div>			
31. Remarks <div style="border: 1px solid black; padding: 2px;"> Executive Resources position. 21 0339743- temporary appointment action 21 0443718- permanent conversion action </div>					

NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Deputy Chief of Staff for Policy ES-0340-00

Introduction

This position is located in the Immediate Office of the Office of the Administrator. As Deputy Chief of Staff for Policy, the incumbent provides advice on policy and program development, planning, coordination, and administrative and management matters as they relate to the management of the Agency. Working closely with the Chief of Staff, the incumbent oversees, at the executive level, the organization's overall management processes, with a special emphasis on policy.

Major Duties and Responsibilities

1. Serves as Deputy Chief of Staff for Policy providing advice on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Administration in order to make recommendations to the Administrator concerning the development and implementation of major policies and programs of the Agency.
2. As the Deputy Chief of Staff for Policy, in coordination with the Deputy Chief of Staff for Operations, the position shares fully with the Chief of Staff in all phases of work direction and delegated authority over subordinate staff including planning, direction and execution, and provides input to the overall management of program operations.
3. Provides advice to the Chief of Staff and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational or program matters. Arranges for the implementation of specific policies and solutions developed, including making action assignments to the appropriate organizational element.
4. Represents the Chief of Staff in meetings or conferences with other government agencies. Provides information and advice concerning the Agency's activities, policies, and programs, and interprets existing proposed plans, policies, and programs. Stimulates interest, elicits support, works out agreements at all levels, and advises the Chief of Staff on what courses of action should be taken. Applies a broad and comprehensive knowledge of programs to promote plans and policies of particular concern to the Chief of Staff.
5. Establishes contacts at the highest levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations pertaining to the Agency's activities. Ensures that top management officials are fully aware of various environmental issues, many of which may be particularly sensitive or controversial. Must keep up-to-date and informed on all pertinent proposals,

policies and programs of Agency-wide scope and on sensitive policy issues. These issues are broad based, touching upon wide program areas of activities and involving relationships with other government agencies, various interest and media groups.

6. Responsible for keeping up-to-date and informed on all policies, programs and procedures of an Agency-wide scope and knowledgeable of substantive programs and organizational interrelationships. Assists in the compilation and review of all briefing materials for the Administrator's use for public appearances and out-of-town engagements to ensure that the documents reflect the Administrator's point of view, pertinent Agency policy and the Administration's priorities. The incumbent must anticipate which issues may be particularly sensitive or controversial to ensure that the Administrator has the necessary background information in advance of their engagements.
7. Independently investigates the environmental and social impact of existing and proposed Agency policies, assessing the real or potential impact on programs and providing definitive policy or program alternatives to minimize or solve highly sensitive problems. Designs policy strategies for uniform remedies to be applied on a categorical basis.
8. At the direction of the Chief of Staff, monitors and assesses the actions involved in organizing, evaluating and coordinating specific Agency management programs so as to achieve the policy objectives decided upon by the Chief of Staff with special emphasis on those programs and projects assigned to the incumbent for development and/or execution. As requested, reviews resources, planning and manpower data and assesses the allocation and utilization of resources required to accomplish specific portions of the Agency's management programs within the parameters established by legislation, Office of Management and Budget, and/or Agency policy. Recommends changes or improvements, as required.
9. Represents the Chief of Staff at all levels of government, including Federal, State, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the Environmental Protection Agency's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Chief of Staff and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Chief of Staff on courses of action which should be taken.
10. Attends conferences for the Chief of Staff internal to the Agency to convey his/her point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Chief of Staff on matters discussed and recommendations made.

11. Performs other duties of a close and confidential nature, as assigned.

Supervisory Controls

Receives broad general direction and policy guidance from the Chief of Staff. Within this framework, incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.